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Draft Procedure

Article 6.4 mechanism activity cycle procedure for projects

Version 01.1



United Nations
Framework Convention on
Climate Change

COVER NOTE

1. Procedural background

1. The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), at its third session, adopted rules, modalities and procedures (RMPs) for the mechanism established by Article 6, paragraph 4, of the Paris Agreement (the Article 6.4 mechanism)¹ and requested the Supervisory Body, among others, to develop provisions for the development and approval of methodologies, validation, registration, monitoring, verification and certification, issuance, renewal, first transfer from the mechanism registry, voluntary cancellation and other processes pursuant to chapters V.B–L and VIII of the RMPs.²
2. The CMA, at its fourth session, elaborated some elements of the RMPs relating to the operation of the activity cycle of the Article 6.4 mechanism (hereinafter referred to as the elaboration of the RMPs).³
3. The Supervisory Body, at its fourth meeting, considered the concept note “Development of activity standard, validation and verification standard and activity cycle procedure” prepared by the secretariat, and requested the secretariat to (i) draft activity standards, validation and verification standards, and activity cycle procedures, drawing on the corresponding documents developed for the clean development mechanism (CDM), with modifications to accommodate the requirements in the RMPs and the elaboration of the RMPs; as well as to (ii) reflect the guidance provided by the Supervisory Body at that meeting. Such guidance includes that the secretariat should:
 - (a) Start with projects and programmes of activities (PoAs) as activity types to be covered by these standards and procedures, and develop two sets of the standards and the procedures (one for projects and the other for PoAs), noting that the Supervisory Body will start considering “other types of activity” that may be registered under the Article 6.4 mechanism in accordance with paragraph 31(b) of the RMPs, such as policy, jurisdictional or sectoral programme, and may revise these standards and procedures to expand the scope or develop a new set of these standards and procedures, as appropriate;
 - (b) Cover both emission reductions and removals as mitigation types to be addressed by these standards and procedures from the outset, noting that requirements specific to removal activities are to be elaborated after the guidance on removals is provided by the CMA;

¹ Decision 3/CMA.3, annex. Available at:
https://unfccc.int/sites/default/files/resource/cma2021_10_add1_adv.pdf#page=25

² Decision 3/CMA.3, paragraph 5(a).

³ Decision 7/CMA.4, annex I, chapters III–VI, available at:
https://unfccc.int/sites/default/files/resource/cma2022_10a02_adv.pdf#page=33

- (c) Develop provisions on minimizing the risk of non-permanence and addressing reversals as a general requirement applicable to both emission reduction and removal activities;
 - (d) Integrate the provisions on the use of the sustainable development tool to be developed by the Supervisory Body and make the tool mandatory;
 - (e) Develop a process for host Parties to demonstrate the fulfilment of the requirements to participate in the Article 6.4 mechanism contained in paragraphs 26–27 of the RMPs, including templates for use by host Parties for that purpose;
 - (f) Develop two options for the substantive check of requests: one to be conducted by external experts, and the other to be conducted by the secretariat;
 - (g) Include provisions to ensure that double registration and double issuance under different activity types or different crediting schemes are avoided and to require that any overlapping elements such as baselines and monitoring be coordinated;
 - (h) Draft an appeals and grievances process based on the proposed approach in the concept note, learning also from the similar practices under other crediting schemes.
4. The Supervisory Body also requested the secretariat, in drafting the documents referred to in paragraph 3 above, to ensure the coherence on the following cross-cutting issues within these documents as well as with other regulatory documents for the Article 6.4 mechanism that the secretariat is requested to draft:
- (a) Roles and responsibilities of host Parties in the Article 6.4 mechanism and their implications on activities at various stages of the activity cycle;
 - (b) Roles, reliance and liability of designated operational entities (DOEs) in the Article 6.4 mechanism.
5. The Supervisory Body further requested the secretariat, in presenting the drafts of the documents referred to in paragraph 3 above, to highlight the differences from the corresponding documents developed for the CDM and to refer to the practices under different crediting mechanisms, where appropriate.
6. While the activity standard for projects (AS-P), the validation and verification standard for projects (VVS-P) and the activity cycle procedure for projects (ACP-P) are interlinked, the linkage between the first two is so significant that they cannot be developed separately, while the activity cycle procedure can be. The deliberation of the ACP-P by the Supervisory Body would potentially influence the development of the AS-P, hence forth it is considered premature to develop AS-P prior to the consideration of the ACP-P. Furthermore, considering the time required for developing necessary information system infrastructure in time, the development of the ACP-P is prioritized and presented to the Supervisory Body at its fifth meeting.
7. The AS-P and the VVS-P, will be presented in the subsequent meetings of the Supervisory Body as indicated in section 5 below.

2. Purpose

8. The purpose of this document is to present the first draft Article 6.4 mechanism activity cycle procedure for projects.

3. Key issues

3.1. Scope of the procedure

9. In accordance with the guidance of the Supervisory Body as referred to in paragraph 3(a) above, the draft procedure does not cover the activity type of PoAs, for which a separate procedure will be developed later. Such separation of procedures (as well as standards) for projects and PoAs would reduce confusion on the applicability of specific procedural steps to projects, PoAs or both, since required procedural steps for PoAs would be different due to their two-tier structure: a PoA as a frame work (template) and component project activities representing actual emission reductions or removals projects that follow the template, which may be included anytime after the registration of the PoA.
10. Also, the draft procedure does not cover the procedural steps after the issuance of Article 6, paragraph 4, emission reductions (A6.4ERs) into the pending account in the mechanism registry. Such steps will be covered by a separate procedure dedicated to the mechanism registry processes, including forwarding, first transfer, transfer, cancellation, voluntary cancellation and retirement of issued A6.4ERs, assigning a unique identifier to each A6.4ER, a first transfer of a portion (5%) of issued A6.4ERs to an account for the Adaptation Fund, cancellation of issued A6.4ERs for overall mitigation in global emissions, among others. Currently, the secretariat is developing the requirements for the mechanism registry software with the objective of releasing it around the end of 2024. The mechanism registry procedure will be developed and presented to the Supervisory Body at a future meeting, considering the progress in the software development and any future guidance of the CMA regarding the connection of the mechanism registry to the international registry, as well as to other registries referred to in decision 2/CMA.3, annex, paragraph 29.⁴
11. Furthermore, the draft procedure does not cover provisions that are specific to removal projects, including, for example, provisions relating to carbon capture and storage projects that were included in the CDM project cycle procedure. Provisions specific to removal projects will be included in this procedure under the guidance of the Supervisory Body once the CMA adopts rules, modalities and procedures for removal activities.
12. In addition, the draft procedure does not cover the processes for appeals and grievances against decisions of the Supervisory Body in the activity cycle to be developed in accordance with paragraph 62 of the RMPs. Since appeals and grievances processes have their own gravity and political sensitivity, it would be prudent to separate the consideration of the processes from the activity cycle, and develop a dedicated procedure for them.

⁴ Decision 2/CMA.3, available at:
https://unfccc.int/sites/default/files/resource/cma2021_10_add1_adv.pdf#page=11.

3.2. Registration process

3.2.1. Process outline

13. The diagram showing the sequence of the key procedural steps of the registration process proposed in the draft procedure, in comparison to that under the CDM, is contained in the appendix to this cover note.

3.2.2. Host Party process

14. Under the Article 6.4 mechanism, host Parties have more roles and responsibilities in the activity cycle as compared to those under the CDM. These include, among others:
 - (a) Meeting requirements for participation in the Article 6.4 mechanism (participation requirements) contained in paragraph 29 of the RMPs, which includes specification of activity types that they would consider approving (mandatory for all host Parties);
 - (b) Specifying methodological approaches and renewability of the crediting periods for A6.4 activities that they host (optional for host Parties);
 - (c) Providing to the Supervisory Body an approval of a specific A6.4 activity;
 - (d) Providing to the Supervisory Body an authorization of activity participants of a specific A6.4 activity;
 - (e) Providing to the Supervisory Body a statement on the authorization on the use of A6.4ERs issued for a specific A6.4 activity.
15. Concerning the responsibilities referred to in paragraph 14(a) and (b) above, since they shall be done “prior to participating in” the Article 6.4 mechanism, the draft procedure proposes to require that fulfilling these conditions is a pre-condition of taking any roles in the activity cycle, including those referred to in paragraph 14(c)–(e) above. In the draft procedure, it is also proposed to provide a specific interface on the UNFCCC website for host Parties to submit and revise the information referred to in paragraph 14(a) and (b) above at any time. This would ensure that all host Parties’ up-to-date information on these aspects is centrally maintained and displayed on the UNFCCC website, allowing activity participants and other stakeholders to refer to it when designing a potential A6.4 activity or for any other purposes. In this context, the draft procedure proposes to establish a principle that any revision of the specifications made in accordance with paragraph 14(a) and (b) above shall not have a retroactive effect on A6.4 projects already registered and proposed A6.4 projects already requested for registration.
16. Host Party’s roles referred to in paragraph 14(c)–(e) above are specific to each proposed A6.4 activity. Therefore, the host Party would need sufficient information for each proposed A6.4 activity to make a decision regarding approval and authorization. The draft procedure proposes using the information provided by the activity participants in the prior consideration notification referred to in paragraph 17 below for this purpose. Since the host Party’s approval and authorization are to be provided directly to the Supervisory Body in accordance with paragraph 40 of the RMPs, it is necessary to notify the activity participants once the approval and authorization are received by the Supervisor Body. To streamline this process, it is proposed to require host Parties to electronically submit their approval and authorization through a dedicated interface on the UNFCCC website.

3.2.3. Pre-registration activities

17. The draft procedure proposes to include a procedural step similar to the CDM's "prior consideration notification" as the initial step for activity participants of any proposed A6.4 project in the entire activity cycle. This step requires the participants to provide an outline of the proposed A6.4 project before proceeding with requesting its registration. Under the CDM, such notification is intended to supplement the additionality demonstration as it could prevent any existing project activities that have already started from proceeding with requesting its registration. Under the Article 6.4 mechanism, in addition to the same purpose, the information contained in the prior consideration notification could also be used by the host Party to decide regarding approval of the proposed A6.4 project and authorization of activity participants as mentioned in paragraph 16 above. Since the prior consideration notification would serve as the basis for the host Party's approval, it is also proposed that the start date of the crediting period shall not be changed after the prior consideration notification, otherwise the basis for the approval, such as the implications of crediting for the A6.4 project on the host Party's implementation of nationally determined contribution (NDC), might be affected. In this context, the draft procedure further proposes a temporary measure to provide an opportunity for projects that have already started after 2020 to be eligible for pursuing registration under the Article 6.4 mechanism, by allowing them to submit a prior consideration notification within 180 days of the entry into force of this procedure.
18. The draft procedure also clarifies that a registration request may only be submitted after the host Party has provided an approval of the A6.4 project. Such clarification is necessary to eliminate uncertainty regarding host Party approval prior to proceeding with requesting registration. Since host Party approval is to be made directly to the Supervisory Body under the Article 6.4 mechanism, as referred to in paragraph 16 above, publishing the host Party approval and authorization on the UNFCCC website would enable the activity participants and the DOE to manage the timings of validation and submission of a registration request.
19. The draft procedure does not include the process for requesting and approving a deviation from a mechanism methodology as a possible step prior to submitting a registration request, as found in the CDM project cycle procedure. Instead, the draft procedure clarifies that the acceptability of a deviation from a mechanism methodology should be sought and confirmed through a separate procedure for the development, revision and clarification of mechanism methodologies. The latter procedure is also planned to be developed before the Article 6.4 mechanism activity cycle becomes operational.

3.2.4. Assessment of requests

20. The draft procedure does not include an optional step, as found in the CDM project cycle procedure, for the requests concluded as incomplete by the secretariat during the information and reporting check or rejected by the Executive Board of the CDM after review, where the DOE or the project participants may request the secretariat to make a call to clarify the reason for incompleteness or rejection. The omission of this optional step is supported by the presence of appeals and grievance processes, as mentioned in paragraph 12 above, which can serve a similar purpose under the Article 6.4 mechanism.
21. The key differences in the process for assessing registration requests as proposed in the draft procedure from that under the CDM are regarding the review stage of requests. Firstly, the threshold for triggering a review is reduced to just one member or alternate

member of the Supervisory Body. Secondly, the assessment of the review case is simplified by assigning it only to a team of two external experts. The first change aims to increase the likelihood of indentifying any issue in the request, while the latter change is due to the fact that the secretariat's analysis of the case has already been provided to the Supervisory Body in the form of a summary note for all requests. The summary note can also assist the Supervisory Body in their review process.

3.2.5. Global stakeholder consultation

22. Although the necessity of global stakeholder consultation for proposed A6.4 activities is not mentioned in the RMPs, the draft procedure includes this process as proposed in the concept note referred to in paragraph 3 above, albeit with a different sequence compared to the CDM. The proposed sequence entails initiating global stakeholder consultation from the date when the registration request is published on the UNFCCC website. This sequencing should provide better insights to global stakeholders, since the registration request attaches the validated PDD and the validation report, and the publication of the registration request is after the completeness check and the substantive check by the secretariat.,. Comments received during the global stakeholder consultation will be directly forwarded to the Supervisory Body, enabling them to consider these inputs when deciding whether to request a review of the registration request. Integrating global stakeholder consultation within the assessment process brings the additional benefit of time-saving compared to the CDM project cycle, where global stakeholder consultation occurs prior to the submission of a registration request.

3.3. Issuance process

23. The draft procedure proposes to simplify the pre-issuance activities in comparison to those under the CDM in the following two aspects:
- (a) Removing the step of publication of a monitoring report prior to submitting a request for issuance. Experience under the CDM has shown that this step does not add much value to the issuance process. Submitting a monitoring report verified by the DOE, together with the verification and certification report, appears to provide sufficient transparency to stakeholders;
 - (b) Reducing the restriction on the selection of a DOE for verification (and for validation for renewal). The draft procedure allows any DOE to perform verification unless it is the first verification after registration or renewal of the crediting period, and if the same DOE had performed the validation for the registration or renewal.
24. On the other hand, the draft procedure proposes to tighten the issuance process compared to the CDM in the following two aspects:
- (a) Issuance requests shall always be submitted in chronological order and consecutively. This condition would improve the transparency of continued monitoring activities as well as prevent pick-and-choose of the periods where negative emission reductions or removals may occur;
 - (b) Issuance requests shall be submitted within two years after the end of the crediting period in which the emission reductions or removals occurred. This change aims to improve the expectation of the supply of A6.4ERs in the market and assist the Supervisory Body in maintaining a more predictable issuance process operation.

25. The process for assessing and reviewing issuance requests is aligned with that for registration requests, with the changes from the corresponding steps under the CDM elaborated in paragraphs 20–21 above.

3.4. Post-registration change process

26. The draft procedure proposes to align the process for assessing, reviewing and making decisions on post-registration change approval requests with that for registration requests. It also maintains the two options for submitting a request for approval of post-registration change: prior to the issuance request for the monitoring period when the post-registration change occurred (the prior approval track) or together with the issuance request (the issuance track), as these options would provide flexibility for activity participants to manage the risk of non-approval of post-registration change and its impact on the corresponding issuance request based on their own judgement.

3.5. Voluntary deregistration

27. One notable change in the draft procedure, compared to the equivalent process under the CDM, to the process of voluntary deregistration of a registered project initiated by the activity participants is to remove the requirement of obtaining a no-objection by the host Party for deregistration, and to replace it with a notification to the host Party once the deregistration request is received. This simplification is based on the understanding that the deregistration of an A6.4 project would not negatively affect the host Party's implementation of its NDC under the Paris Agreement. Therefore, this change helps avoid unnecessary administrative delays in the deregistration process.

3.6. Fees to cover administrative expenses

28. The Article 6.4 mechanism activity cycle procedures are to reflect the CMA decision on the fee structure and levels for various requests in the activity cycle, as contained in chapter V of the elaboration of the RMPs. Since the CMA decision sets the maximum level of fee for each fee type, within which the Supervisory Body is entrusted to set a specific fee level, this procedure needs to specify it. Two options of the fee levels are proposed in the draft procedure as contained in its appendix: the maximum levels set by the CMA; and the levels proposed in "alternative 2 scenario" in the concept note on share of proceeds presented at the second meeting of the Supervisory Body.⁵ The latter levels are expected to generate comparable level of income as under the CDM, assuming the similar number of requests as under the CDM will come forward.
29. The draft procedure also includes proposed reimbursement rules for requests that are withdrawn by the submitting DOE, or concluded as incomplete by the secretariat or rejected by the Supervisory Body, that ensure the recovery of administrative cost incurred, while minimizing the negative financial impact to activity participants.

3.7. Digitization of request submissions

30. Throughout the entire activity cycle, the draft procedure attempts to digitize various steps as much as possible, notably for the submissions by host Parties and other Parties participating in A6.4 projects (e.g. host Party fulfilment of participation requirements, host Party approval of projects, host Party and other Parties authorization of activity

⁵ Available at: <https://unfccc.int/sites/default/files/resource/a64-sb002-aa-a04.pdf>

participants), by activity participants (e.g. prior consideration notification, deregostratopm request) and by DOEs (e.g. registration requests, post-registration change approval requests, issuance requests, renewal requests).

4. Impacts

31. The Article 6.4 mechanism activity cycle procedures will, together with the Article 6.4 mechanism activity standards and the Article 6.4 mechanism validation and verification standards will form the regulatory basis for the operationalization of the Article 6.4 mechanism.

5. Subsequent work and timelines

32. The secretariat will modify the draft procedure based on the guidance of the Supervisory Body, and present it to the Supervisory Body for consideration at its next meeting (SB 006).
33. The new sequencing for the different products under the development of the activity cycle regulations for projects is as follows:

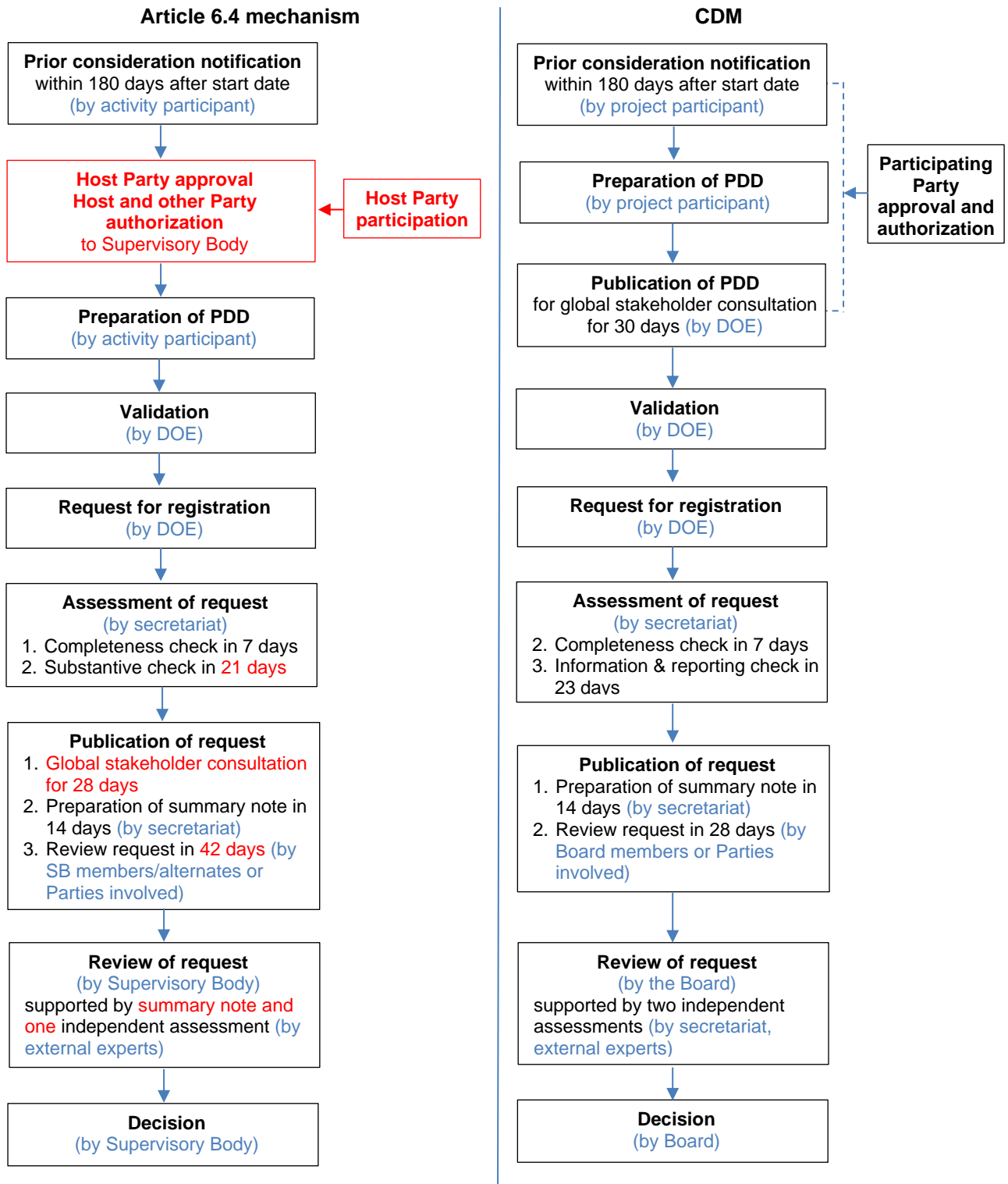
	SB004	SB005	SB006	SB007	SB008
Activity cycle procedure for projects (ACP-P)	Concept	Draft	Final		
Activity standard for projects (AS-P)	Concept	Info	Draft	Final	
Validation and verification standard for projects (VVS-P)	Concept			Draft	Final

34. The equivalent regulatory documents for programmes of activities (PoAs) will follow upon the adoption of the regulatory documents for projects.

6. Recommendations for the Supervisory Body

35. The secretariat recommends that the Supervisory Body provide guidance on how to modify the draft Article 6.4 mechanism activity cycle procedure for projects contained in this document.

Appendix. Comparison of registration process



Note: Highlighted in red in the diagram for the Article 6.4 mechanism indicate the main differences from the CDM.

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1. Introduction

1.1. Background

36. The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), at its third session, adopted rules, modalities and procedures (RMPs) for the mechanism established by Article 6, paragraph 4, of the Paris Agreement (the Article 6.4 mechanism)¹ and requested the Supervisory Body, among others, to develop provisions for the development and approval of methodologies, validation, registration, monitoring, verification and certification, issuance, renewal, first transfer from the mechanism registry, voluntary cancellation and other processes pursuant to chapters V.B–L and VIII of the RMPs.²
37. The CMA, at its fourth session, elaborated some elements of the RMPs relating to the operation of the activity cycle of the Article 6.4 mechanism.³

1.2. Objectives

The objective of the “Article 6.4 mechanism activity cycle procedure for projects” (hereinafter referred to as this procedure) is to set out all procedural steps and requirements relating to the activity cycle processes for Article 6.4 mechanism projects (A6.4 projects).

2. Scope, applicability and entry into force

2.1. General

38. This procedure describes the administrative steps to follow for activity participants, designated national authorities (DNAs), designated operational entities (DOEs), other stakeholders, the Supervisory Body and the UNFCCC secretariat (hereinafter referred to as the secretariat) for registration, post-registration change, renewal of crediting period and deregistration of an A6.4 project, as well as issuance of Article 6, paragraph 4, of emission reductions (A6.4ERs) for emission reductions or removals of greenhouse gases (GHGs) achieved by an A6.4 project and other actions related to the activity cycle of the Article 6.4 mechanism.

2.2. Entry into force

39. Version 01.0 of this procedure enters into force on [1 January 2024].

¹ Decision 3/CMA.3, annex. Available at: https://unfccc.int/sites/default/files/resource/cma2021_10_add1_adv.pdf#page=25

² Decision 3/CMA.3, paragraph 5(a).

³ Decision 7/CMA.4, annex I, chapters III–VI, Available at: https://unfccc.int/sites/default/files/resource/cma2022_10a02_adv.pdf#page=33

3. Terms and definitions

40. The following terms apply in this procedure:
- (a) “Shall” is used to indicate requirements to be followed;
 - (b) “Should” is used to indicate that among several possibilities, one course of action is recommended as particularly suitable;
 - (c) “May” is used to indicate what is permitted.

4. Pre-registration activities

4.1. Participation of host Parties in the Article 6.4 mechanism

41. Each host Party of A6.4 projects shall, prior to participating in the Article 6.4 mechanism, ensure that:
- (a) It is a Party to the Paris Agreement;
 - (b) It has prepared, has communicated and is maintaining a nationally determined contribution (NDC) in accordance with Article 4,⁴ paragraph 2;
 - (c) It has designated a national authority (DNA) for the Article 6.4 mechanism and has communicated that designation to the secretariat;
 - (d) It has indicated publicly to the Supervisory Body how its participation in the Article 6.4 mechanism contributes to sustainable development, while acknowledging that the consideration of sustainable development is a national prerogative;
 - (e) It has indicated publicly to the Supervisory Body the types of Article 6, paragraph 4, activity (A6.4 activity) that it would consider approving pursuant to chapter V.C (Approval and authorization) of the RMPs and how such types of activity and any associated emission reductions or removals would contribute to the achievement of its NDC, if applicable, its long-term low GHG emission development strategy, if it has submitted one, and the long-term goals of the Paris Agreement.
42. A host Party may specify to the Supervisory Body, prior to participating in the Article 6.4 mechanism:
- (a) Baseline approaches and other methodological requirements, including additionality, to be applied for A6.4 activities that it intends to host, in addition and subject to and consistent with the RMPs, under the supervision of the Supervisory Body, and subject to further relevant decisions of the CMA, with an explanation of how those approaches and requirements are compatible with its NDC and, if it has submitted one, its long-term low GHG emission development strategy;
 - (b) Crediting periods to be applied for A6.4 activities that it intends to host, including whether the crediting periods may be renewed, subject to the RMPs and under the

⁴ Unless otherwise stated, “Article” refers to that in the Paris Agreement.

supervision of the Supervisory Body, and in accordance with further relevant decisions of the CMA, with an explanation of how those crediting periods are compatible with its NDC and, if it has submitted one, its long-term low GHG emission development strategy.

43. Each host Party shall provide the information referred to in paragraph 41(d)–(e) above, and if the host Party opts to do so, also the information referred to in paragraph 42(a) and/or 42(b) above, to the Supervisory Body through a dedicated interface on the UNFCCC website. A host Party may revise the information any time by providing with revised information through the same interface. The revised information shall not affect the A6.4 projects that have already been registered or the requests for registration that have already been submitted to the secretariat in accordance with this procedure.⁵
44. Each host Party shall ensure that, on a continuing basis:
- (a) It is maintaining an NDC in accordance with Article 4, paragraph 2;
 - (b) Its participation in the Article 6.4 mechanism contributes to the implementation of its NDC and its long-term low GHG emission development strategy, if it has submitted one.
45. The secretariat shall publish the information provided by host Parties in accordance with paragraphs 41–43 above on the UNFCCC website.

4.2. Prior consideration of the Article 6.4 mechanism

46. The activity participants of a proposed A6.4 project shall demonstrate that the Article 6.4 mechanism benefits were considered necessary in the decision to implement the project by notifying the secretariat of the intention to seek registration of the proposed A6.4 project under the Article 6.4 mechanism with a summary of the project information (hereinafter referred to as prior consideration notification) through a dedicated interface on the UNFCCC website. If the project has already started as per the definition of the “start date” of a project in the “Article 6.4 mechanism activity standard for projects”, the activity participants shall submit such notification no later than 180 days after the start date of the project. The summary of the project information shall include, at minimum:
- (a) The project title;
 - (b) The names of the activity participants;
 - (c) The precise geographical location;
 - (d) A brief description of the technologies or measures to be deployed;

⁵ If a host Party does not provide information referred to in paragraph 42(a) above to the Supervisory Body, the methodological requirements contained in the applied mechanism methodology and any other methodological requirements as approved by the Supervisory Body for the relevant activity type shall apply. If a host Party does not provide information referred to in paragraph 42(b) above to the Supervisory Body, the type and the length of the crediting period selected by the activity participant in accordance with paragraph 31(f) of the RMPs shall apply.

- (e) The Article 6.4 mechanism methodology (hereinafter referred to as mechanism methodology) to be applied (if already known);
 - (f) The type (fixed, or renewable) and the start date of the crediting period;
 - (g) Approximate amount of emission reductions or removals expected to be achieved by the project in each year of the crediting period.
47. Notwithstanding the provision in paragraph 46 above, if the start date of a proposed A6.4 project is after 31 December 2020 and prior to the date of entry into force of version 01.0 of this procedure, the activity participants shall, if they wish to seek registration of the project under the Article 6.4 mechanism, provide a prior consideration notification through the dedicated interface on the UNFCCC website referred to in paragraph 46 above no later than 180 days after the entry into force of version 01.0 of this procedure.
48. Once the secretariat confirms that the required information is duly provided, it shall assign a unique project reference number and publish the prior consideration notification on the UNFCCC website.

4.3. Host Party approval

49. The secretariat shall, upon publication of the prior consideration notification on the UNFCCC website, inform the host Party of the receipt of such notification, and request the host Party, based on the project information in the prior consideration notification, to respond to the notification through a dedicated interface on the UNFCCC website any time after it fulfilled the requirements for participating in the Article 6.4 mechanism referred to in paragraph 41 above by:
- (a) Approving the project to be registered under the Article 6.4 mechanism, subject to positive validation outcome by a DOE and approval by the Supervisory Body; or
 - (b) Rejecting the project to be registered under the Article 6.4 mechanism, providing the reason for rejection.
50. The host Party should promptly respond to the notification. If the host Party considers that the response cannot be provided with 30 days of the notification, it should indicate the expected timing of the response through the dedicated interface on the UNFCCC website.
51. If the host Party approves the project, the approval shall include:
- (a) Confirmation that and information on how the project fosters sustainable development in the host Party;
 - (b) Approval of any potential renewal of the crediting period, if the Party intends to allow the project to continue beyond the first crediting period, where the Party has specified that the crediting periods of A6.4 activities that it intends to host may be renewed pursuant to paragraph 27(b) of the RMPs;⁶

⁶ See footnote 5 above.

- (c) Explanation of how the project relates to the implementation of its NDC and how the expected emission reductions or removals contribute to the host Party's NDC and the purposes referred to in Article 6, paragraph 1;
 - (d) Authorization of the activity participants.
52. *[Placeholder for possible provisions on the submission of the statement of authorization on the use of A6.4ERs that will be issued for the proposed A6.4 project]*
53. The secretariat shall, upon receipt of the response from the host Party, inform the activity participants of the response.
54. *[Placeholder for provisions on the withdrawal of approval of project and authorization of activity participants]*

4.4. Participating Party authorization

55. Parties participating in the A6.4 project other than the host Party (hereinafter referred to as other participating Parties) shall, through a dedicated interface on the UNFCCC website, provide an authorization of an activity participant anytime after the publication of the prior consideration notification but prior to the first transfer of issued A6.4ERs to the account of the activity participant in the mechanism registry.
56. *[Placeholder for provisions on the withdrawal of authorization of activity participants]*

4.5. Preparation and validation of project design document

4.5.1. Project design document

57. The activity participants of a proposed A6.4 project shall complete a project design document (PDD) in accordance with the "Article 6.4 mechanism activity standard for projects", applying the same crediting period type and the start date of the crediting period indicated in the prior consideration notification of the project referred to in paragraph 48 above, and using the "Project design document form" (A6.4M-PDD-FORM).
58. If the activity participants wish to deviate from the selected mechanism methodology when applying it to the proposed A6.4 project, they shall, prior to the preparation of the PDD, submit a request for clarification to the secretariat on whether such deviation is acceptable in accordance with the "Procedure for development, revision and clarification of mechanism methodologies".

4.5.2. Modalities of communication statement

59. The activity participants of the proposed A6.4 project shall designate one or more focal point entities (hereinafter referred to as focal points) to communicate on their behalf with the Supervisory Body and the secretariat within the defined scopes of authority referred to in paragraph 61 below, and include this information in a modalities of communication (MoC) statement using the "Modalities of communication statement form" (A6.4M-MOC-FORM).
60. After the submission of a request for registration of the proposed A6.4 project in accordance with paragraph 69 below, all official communication between the activity

participants and the Supervisory Body or the secretariat for the project shall be conducted in accordance with the MoC statement, with the exception of communications undertaken in accordance with paragraphs 133 and 145(b) below.

61. The activity participants shall grant the focal points the authority to:
- (a) Communicate in relation to requests for forwarding of A6.4ERs to individual accounts of the activity participants (scope (a)); and/or
 - (b) Communicate in relation to changes to the MoC statement (scope (b)); and/or
 - (c) Communicate on all other project-related matters not covered by (a) or (b) above (scope (c)).
62. The activity participants may designate one or multiple entities for each scope of authority in a sole, shared or joint focal point role.⁷
63. The activity participants and the focal points may designate one primary authorized signatory and one alternate authorized signatory. The authentication of either the primary or alternate authorized signatory shall suffice for authenticating the activity participant's or the focal point's consent or instruction(s). If an entity is an activity participant and also a focal point, the same signatory shall represent the entity in both roles.
64. The activity participants may voluntarily indicate in the MoC statement the end-date of their participation in the proposed A6.4 project. The secretariat shall monitor the end-date of participation and mark the activity participants as "withdrawn" on the UNFCCC website on the day after the end-date, provided that at least one activity participant authorized by the host Party of the project remains. The activity participants whose participation in the project has ended may request inclusion as an activity participant of the same project any time thereafter in accordance with paragraph 150(a) below.
65. The secretariat shall, when conducting the completeness check of the request for registration in accordance with paragraphs 77–79 below, consider the contact details included in the MoC statement to be the valid contact details of the activity participants whenever such details differ from the details of the activity participants and their representatives included in the PDD of the proposed A6.4 project.
66. The secretariat shall publish non-confidential information included in the MoC statement on the respective A6.4 project webpage of the UNFCCC website following the registration of the project under the Article 6.4 mechanism.

4.5.3. Validation of project design document

67. The activity participants shall submit the PDD, the MoC statement and any supporting documentation to a DOE accredited in the relevant sectoral scope(s) and contracted by the activity participants to perform validation of the project for registration.

⁷ Joint focal point role requires consent from all focal point entities to communicate with the Supervisory Body or the secretariat. Shared focal point role allows any focal point entities to communicate with the Supervisory Body or the secretariat without requiring consent from other focal point entities.

68. The DOE shall perform validation of whether the proposed A6.4 project complies with the relevant requirements in the “Article 6.4 mechanism activity standard for projects” and any other applicable Article 6.4 mechanism rules and requirements based on the information provided in the PDD, the MoC statement and any supporting documentation it has received from the activity participants as well as further information obtained during the validation activity, and prepare a validation report, in accordance with the “Article 6.4 mechanism validation and verification standard for projects”, using the “Validation report form for projects” (A6.4M-VAL-FORM).

5. Registration of project

5.1. Request for registration

5.1.1. Submission of request for registration

69. The DOE shall, after validating that the proposed A6.4 project described in the PDD meets all relevant requirements for registration in the “Article 6.4 mechanism project standard for projects” and any other applicable Article 6.4 mechanism rules and requirements, submit a request for registration of the project to the secretariat through a dedicated interface on the UNFCCC website, including the reference to the prior consideration notification of the project published in accordance with paragraph 48 above and attaching;
- (a) The PDD and any supporting documentation of the proposed A6.4 project prepared by the activity participants in accordance with paragraph 57 above and validated by the DOE in accordance with paragraphs 68 above;
 - (b) The validation report prepared by the DOE in accordance with paragraph 68 above;
 - (c) The MoC statement prepared by the activity participants in accordance with section 4.5.2 above.
70. A request for registration of a proposed A6.4 project may be submitted any time after the host Party provided to the Supervisory Body an approval of the project in accordance with paragraph 49(a) above. If the start date of the crediting period of the proposed A6.4 project is a future date at the time of the submission of the request for registration, the submission shall be less than one year before the start date of the crediting period.
71. The secretariat shall issue a statement of the registration fee due, or confirmation that no registration fee is due, determined in accordance with the provisions on the registration fee contained in appendix, and shall communicate these to the DOE.
72. The DOE shall communicate the registration fee due or a confirmation that no registration fee is due, to the activity participants.

73. The activity participants shall pay the registration fee by bank transfer, quoting the unique project reference number referred to in paragraph 48 above, within one year of the issuance to the DOE of the statement of the registration fee due.
74. The DOE shall submit a proof of payment (e.g. bank transfer record) through a dedicated interface on the UNFCCC website. If the proposed A6.4 project applies:
- (a) A mechanism methodology or methodological tool that has been revised, withdrawn or suspended by the Supervisory Body, either proof of payment must be uploaded within 20 days or payment must be received by the secretariat within 40 days of the end of the grace period for revision or the date of withdrawal or suspension, as defined in the "Procedure for development, revision and clarification of baseline and monitoring methodologies and methodological tools"; and/or
 - (b) A standardized baseline that has been revised, suspended or has expired, either proof of payment must be uploaded within 20 days or payment must be received by the secretariat within 40 days of the end of the grace period for revision, the date of suspension or expiry, as defined in the "Procedure for development, revision, clarification and update of standardized baselines".
75. If the secretariat does not receive the deposit of the registration fee by the one-year deadline referred to in paragraph 73 above, the request for registration shall be deemed withdrawn. The same or a different DOE may submit a new request for registration of the same proposed A6.4 project any time thereafter, following the applicable Article 6.4 mechanism rules and requirements valid at the time of the new submission. In this case, the original prior consideration notification published in accordance with paragraph 48 above remains valid for the new request for registration.

5.1.2. Processing of request for registration

76. The secretariat shall maintain on the UNFCCC website a publicly available list of all submitted requests for registration for which the applicable registration fee has been received by the secretariat, or for which no registration fee is due. The secretariat shall make publicly available the schedule and the status of processing each request for registration. The secretariat shall schedule the commencement of the processing of the requests for registration in accordance with the secretariat's operational plans, that is, monthly quotas, which shall also incorporate any relevant instructions from the Supervisory Body.
77. The secretariat shall commence the completeness check stage in accordance with the schedule. Upon commencement of the completeness check stage, the secretariat shall, subject to the guidance of the Supervisory Body, conduct within seven days a completeness check to determine whether the request for registration submission is complete in accordance with the completeness check checklist for requests for registration.
78. If the secretariat, during the completeness check, identifies issues of an editorial nature or consistency in the submission, it shall request the DOE by e-mail, copying the activity participants, to submit revised documents and/or information. In this case, the DOE shall submit the requested documents and/or information within two days of receipt of the

- request. If the DOE does not submit the requested documents and/or information by this deadline, the secretariat shall conclude that the request submission is incomplete.
79. Upon conclusion of the completeness check stage, the secretariat shall notify the activity participants and the DOE of the conclusion of the completeness check stage. If the request submission does not meet the requirements of the completeness check, the secretariat shall also communicate the underlying reasons to the activity participants and the DOE, and make them publicly available on the UNFCCC website. In this case, the DOE may resubmit the request for registration with revised documentation. Upon submission of the revised documentation, the request shall be treated as a new submission of a request for registration.
80. Upon positive conclusion of the completeness check stage, the secretariat shall, subject to the guidance of the Supervisory Body, conduct within 21 days a substantive check in accordance with the substantive check checklist for requests for registration.
81. If the secretariat, during the substantive check, identifies issues of a substantive nature or missing basic information, it shall request the DOE, copying the activity participants, to submit revised documents and/or information. In this case, the DOE shall submit the requested documents and/or information within four days of receipt of the request. If the DOE does not submit the requested documents and/or information by this deadline, the secretariat shall conclude that the request submission is incomplete.
82. Upon conclusion of the substantive check stage, the secretariat shall notify the activity participants and the DOE of the conclusion of the substantive check stage. If the request submission does not meet the requirements of the substantive check, the secretariat shall conclude that the request submission is incomplete and communicate the underlying reasons to the activity participants and the DOE, and make them publicly available on the UNFCCC website. In this case, the DOE may resubmit the request for registration with revised documentation. Upon submission of the revised documentation, the request shall be treated as a new submission of a request for registration.
83. Upon positive conclusion of the substantive check stage, the secretariat shall publish the request for registration on the UNFCCC website, and the request for registration shall be deemed received by the Supervisory Body for consideration.
84. Parties, stakeholders and UNFCCC admitted observer organizations may submit comments, in English, on the proposed A6.4 project to the secretariat through a dedicated interface on the UNFCCC website within 28 days of the publication of the request for registration on the UNFCCC website. The submitters of the comments shall provide the name and contact details of the individual or organization on whose behalf the comments are submitted. Comments from stakeholders shall:
- (a) Be specific to the proposed A6.4 project;
 - (b) Be related to the compliance with applicable Article 6.4 mechanism rules and regulations.
85. The secretariat shall make the comments that meet the requirements in paragraph 84 above publicly available on the UNFCCC website where the PDD and the validation report are displayed and inform the publication to the Supervisory Body and the DNAs of the host Party and other participating Parties.

86. For resubmission of a request for registration after the completeness check or the substantive check in accordance with paragraph 79 or 82 above, respectively, the proposed A6.4 project may apply the same version of the mechanism methodology, methodological tool and/or standardized baseline applied in the initial submission within 90 days of the initial notification of the negative conclusion of the completeness check or the substantive check, even if the version of any of the mechanism methodology, methodological tool or standardized baseline applied is no longer valid. After this period, all resubmissions shall apply the version of the mechanism methodology, methodological tool and/or standardized baseline valid for a new request for registration.
87. The secretariat shall notify the activity participants, the DNAs of the host Party and other participating Parties, and the DOE that: the Supervisory Body has received the request for registration for its consideration; the secretariat has published the request for registration on the UNFCCC website; and the last day by which members and alternate members of the Supervisory Body, and the host Party and other participating Parties may request a review of the request for registration, as referred to in paragraph 89 below.
88. The secretariat shall, subject to the guidance of the Supervisory Body, prepare and send to the Supervisory Body a summary note on the request for registration within 14 days of the date of publication of the request for registration.

5.1.3. Requesting review of request for registration

89. The host Party and any other participating Party, and any member and alternate member of the Supervisory Body may request a review of the request for registration within 42 days of the date of publication of the request for registration. If the host Party or other participating Party wishes to request a review, its DNA shall submit the request through a dedicated interface on the UNFCCC website. If a member or an alternate member of the Supervisory Body wishes to request a review, he/she shall submit the request through a dedicated interface on the UNFCCC website.
90. The secretariat shall acknowledge receipt of a request for review and promptly notify it to the Supervisory Body. A request for review shall not be recognized if it is received after 24:00 (Central European Time) on the last day of the 42-day period following the publication of the request for registration.
91. A request for review shall provide, inter alia, the reasons for the request for review based on the “Article 6.4 mechanism activity standard for projects”, “Article 6.4 mechanism validation and verification standard for projects” or any other applicable Article 6.4 mechanism rules and requirements.

5.1.4. Finalizing request for registration if no request for review

92. If the secretariat does not receive a request for review from the host Party, any other participating Party, or any member or alternate member of the Supervisory Body in accordance with the modalities described section 5.1.3 above, the request for registration shall be deemed approved by the Supervisory Body, and the Supervisory Body shall register the proposed A6.4 project under the Article 6.4 mechanism.
93. If, as a result of the substantive check by the secretariat of the request for registration, the scale of the project in terms of estimated annual average emission reductions or removals

moved to another tier of the registration fee defined in appendix, the activity participants or the secretariat shall settle the difference in the registration fees. If additional registration fee is due, the secretariat shall register the project upon receipt by the secretariat of the additional registration fee.

94. The crediting period of the registered A6.4 project shall start from the date indicated in the prior consideration notification referred to section 4.2 above, as reflected in the PDD.

5.2. Review of request for registration

5.2.1. Commencement of review

95. If the host Party or any other participating Party, or any member or alternate member request a review of the request for registration, the secretariat shall:
- (a) Notify the activity participants and the DOE that the request for registration has been placed under review;
 - (b) Mark the request for registration as “under review” on the UNFCCC website and make publicly available an anonymous version of each request for review;
 - (c) Establish an expert review team comprising two external experts selected from the roster of experts established for this purpose to conduct an assessment of the request for review. The secretariat shall appoint one of the team members to serve as the lead, who shall be responsible for all communications with the secretariat and delivery of an assessment report.
96. The DOE or the activity participants may request the secretariat, by e-mail through a dedicated e-mail address, to make a call to them to provide clarifications on the issues identified, if they were not clear enough to them. Only one such request, regardless of the requesting party, shall be allowed per review of the request for registration. In this case, the DOE or the activity participants shall provide the contact details of the person to be called and the preferred time slots. The secretariat shall fix an appointment for the call within three days of receipt of the request. The secretariat shall record the call.
97. The activity participants and the DOE shall provide responses to the issues identified in the request for review no later than 28 days after the notification of the request having been placed under review.
98. For each issue (or sub-issue) raised in the request for review, the activity participants and the DOE shall either:
- (a) Respond by making any revisions that they deem necessary to the PDD and/or validation report to ensure, inter alia, that all facts are clearly stated and sufficiently validated; or
 - (b) Respond in writing by explaining why no revisions to the PDD and/or validation report are necessary.
99. The secretariat shall schedule the commencement of the review of the request for registration in accordance with its operational plans and any relevant instructions by the Supervisory Body. The secretariat shall make the schedule of reviews publicly available

on the UNFCCC website. Upon scheduling the commencement date, the secretariat shall inform the activity participants and the DOE of the scheduled commencement date.

100. The date of commencement of the review shall be the date when the secretariat notifies the activity participants and the DOE that the review has commenced.

5.2.2. Assessment

101. The expert review team established in accordance with paragraph 95(c) above shall conduct an assessment of the request for registration in the context of the reasons for the request for review provided by the requesting party and the applicable Article 6.4 mechanism rules and requirements, taking into account the responses from the activity participants and the DOE, and prepare an assessment report including a proposed decision within 14 days of the commencement of the review. A proposed decision shall suggest either to:

- (a) Register the proposed A6.4 project under the Article 6.4 mechanism; or
- (b) Reject the request for registration.

102. If the proposed decision is to reject the request for registration, the assessment report shall include a proposed ruling. The proposed ruling shall contain an explanation of the reasons and rationale for the proposed decision, including, but not limited to:

- (a) The facts and any interpretation of the facts that formed the basis of the proposed decision;
- (b) The Article 6.4 mechanism rules and requirements applied to the facts;
- (c) The interpretation of the Article 6.4 mechanism rules and requirements as applied to the facts.

103. In addition, the expert review team shall, in its assessment report, highlight any issues of significance related to the policies and goals of the Article 6.4 mechanism arising from the assessment. The secretariat, in consultation with the Chair of the Supervisory Body, shall bring these issues to the attention of the Supervisory Body by preparing background notes and policy options and presenting them to the Supervisory Body at its meetings.

104. The expert review team shall submit its assessment report to the Supervisory Body through the secretariat.

105. The secretariat shall make the assessment report available to the Supervisory Body, together with any responses from the activity participants and the DOE, and any revision to the PDD, validation report and/or other relevant documentation.

5.2.3. Consideration by the Supervisory Body

106. At the Supervisory Body meeting for which the case is placed on the agenda, the Supervisory Body shall, taking into account the assessment report prepared by the expert review team and the summary note prepared by the secretariat, decide to either:

- (a) Register the proposed A6.4 project under the Article 6.4 mechanism; or

- (b) Reject the request for registration.

5.2.4. Finalization and implementation of ruling

- 107. If the Supervisory Body's final decision made in accordance with paragraph 106 above is to register the proposed A6.4 project under the Article 6.4 mechanism, the secretariat shall register it as an A6.4 project on the first working day subsequent to the finalization of the decision.
- 108. If, as a result of the substantive check by the secretariat or the review by the Supervisory Body of the request for registration, the scale of the project in terms of estimated annual average emission reductions or removals moved to another tier of the registration fee defined in appendix, the activity participants or the secretariat shall settle the difference in the registration fees. If additional registration fee is due, the secretariat shall register the project upon receipt by the secretariat of the additional registration fee.
- 109. The crediting period of the registered A6.4 project shall start from the date indicated in the prior consideration notification referred to section 4.2 above, as reflected in the PDD.
- 110. If the Supervisory Body's final decision made in accordance with paragraph 106 above is to reject the request for registration, the secretariat shall update the information on the UNFCCC website accordingly on the first working day subsequent to the finalization of the decision. Furthermore, within 21 days of the finalization of the decision, the secretariat shall provide the Chair of the Supervisory Body with an information note containing a proposed ruling incorporating the final decision.
- 111. The proposed ruling shall contain an explanation of the reasons and rationale for the final decision of rejection, including, but not limited to:
 - (a) The facts and any interpretation of the facts that formed the basis of the proposed ruling;
 - (b) The Article 6.4 mechanism rules and requirements applied to the facts;
 - (c) The interpretation of the Article 6.4 mechanism rules and requirements as applied to the facts.
- 112. Once approved by the Chair of the Supervisory Body, the secretariat shall immediately make the proposed ruling available to the Supervisory Body. The proposed ruling shall become the final ruling of the Supervisory Body 10 days after the date when the proposed ruling was made available to the Supervisory Body, unless a member or an alternate member of the Supervisory Body objects to the proposed ruling.
- 113. An objection by a member or an alternate member of the Supervisory Body shall be made by notifying the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Supervisory Body.
- 114. At the Supervisory Body meeting for which the case is placed on the agenda, the Supervisory Body shall finalize the ruling.
- 115. The secretariat shall publish a ruling note on the UNFCCC website no later than three days after the ruling was finalized.

116. If the request for registration is rejected by the Supervisory Body, the same or a different DOE may resubmit the request for registration with revised documentation, addressing the issues that constitute the reason for the rejection by the Supervisory Body. Upon submission of the revised documentation, the request shall be treated as a new submission of a request for registration.

5.3. Withdrawal of request for registration

5.3.1. Submission of request for withdrawal

117. For the following cases, the DOE shall submit a request for withdrawal of a request for registration to the secretariat through a dedicated interface on the UNFCCC website:
- (a) The activity participants voluntarily wish that the request for registration be withdrawn;⁸
 - (b) The DOE has revised its validation report based on new insights or information.

5.3.2. Processing of request for withdrawal

118. Upon receipt of the request for withdrawal of a request for registration, the secretariat shall check the information provided as soon as possible, and if the request is complete, the secretariat shall reimburse the registration fee if applicable in accordance with appendix and take the following actions:
- (a) If the DOE requests the withdrawal prior to the publication of the request for registration made in accordance with paragraph 83 above, the secretariat shall not mark the proposed A6.4 project as “withdrawn” on the UNFCCC website;
 - (b) If the DOE requests the withdrawal after the publication of the request for registration made in accordance with paragraph 83 above, the secretariat shall mark the proposed A6.4 project as “withdrawn” on the UNFCCC website.

6. Post-registration activities

6.1. Change to registered project

6.1.1. General requirements

119. If there is a change that has occurred or is expected to occur to a registered A6.4 project, such change (hereinafter referred to as post-registration change) shall be approved by the Supervisory Body in accordance with this section to maintain the registration status under the Article 6.4 mechanism. The post-registraton change shall be within the scope of the

⁸ In such cases, the DOE shall process the request expeditiously.

following acceptable changes, and meet the associated conditions, as specified in the “Article 6.4 mechanism activity standard for projects”:

- (a) [Listing of acceptable changes – *to be developed in conjunction with the activity standard*]
- (b) ...

6.1.2. Update and validation of updated project design document

120. The activity participants shall revise the PDD, reflecting the post-registration change and submit the revised PDD and any other supporting documentation to any DOE accredited in the relevant sectoral scope(s) and contracted by the activity participants to perform validation of the post-registration change. However, if the activity participants may wish to appoint this DOE to submit the request for approval of post-registration change under the issuance track referred to in paragraph 121 below and if it is in conjunction with the first verification after the registration of the project or the renewal of the crediting period, the activity participants shall not select the DOE that performed validation for the registration or the renewal, respectively, in accordance with paragraph 159 below.

6.1.3. Submission of request for approval of post-registration change

121. The DOE, after validating that the post-registration change to the registered A6.4 project meets all applicable requirements for post-registration changes in the “Article 6.4 mechanism activity standard for projects” by following the applicable provisions of the “Article 6.4 mechanism validation and verification standard for projects” and other applicable Article 6.4 mechanism rules and requirements, shall submit a request for approval of post-registration change prior to submitting a request for issuance of A6.4ERs that is affected by the post-registration change (prior-approval track) or together with such request for issuance of A6.4ERs (issuance track) in accordance with paragraph 124 below. The choice of whether the DOE submits the request for approval via the prior-approval track or the issuance track shall be at the discretion of the activity participants.

122. [*possible deadlines for submission of post-registration change requests to be developed for certain post-registration change types in conjunction with the listing of acceptable change types in paragraph 119 above*].

123. Where more than one of the changes referred to in paragraph 119 above have occurred or are expected to occur to the registered A6.4 project, the DOE shall, wherever possible, combine such changes into one request for approval of post-registration change.

124. Under both the prior-approval track and the issuance track, the DOE shall submit a request for approval of post-registration change to the secretariat through a dedicated interface on the UNFCCC website, attaching:

- (a) The revised PDD (in both clean and track-change versions) or a monitoring report, as applicable, and any supporting documentation, prepared by the activity participants in accordance with the “Article 6.4 mechanism activity standard for projects”;

- (b) The validation report on the post-registration change prepared by the DOE in accordance with the “Article 6.4 mechanism validation and verification standard for projects”.

125. The secretariat shall issue a statement of the post-registration change fee due, or confirmation that no post-registration change fee is due, determined in accordance with the provisions on the post-registration change fee contained in appendix, and shall communicate it to the DOE.

126. The processes for payment of the post-registration change fee by the activity participants and submission of a proof of payment by the DOE, and the consequence of no-payment of the post-registration change fee within a deadline shall follow the corresponding provisions for the registration fee contained in paragraphs 72–75 above, mutatis mutandis.

6.1.4. Processing of request for approval of post-registration change

127. For processing of the request for approval of post-registration change, the provisions in section 5.1.2 above shall apply mutatis mutandis.

6.1.5. Requesting review of request for approval of post-registration change

128. For requesting review of the request for approval of post-registration change, the provisions in section 5.1.3 above shall apply mutatis mutandis, except for the timeframe for requesting a review, which shall be 28 days.

6.1.6. Finalizing request for approval of post-registration change if no request for review

129. For finalizing the request for approval of post-registration change if no request for review is received by the secretariat within the 28-day deadline, the provisions in section 5.1.4 above shall apply mutatis mutandis, except for the provision on the start date of the crediting period, which is not relevant.

6.1.7. Review of request for approval of post-registration change

130. For a review of the request for approval of post-registration change, the provisions in section 5.2 above shall apply mutatis mutandis.

6.1.8. Withdrawal of request for approval of post-registration change

131. For a withdrawal of the request for approval of post-registration change, the provisions in section 5.3 above shall apply mutatis mutandis.

6.2. Change to modalities of communication

6.2.1. General requirements

132. If there is a change to the MoC statement, the focal points for scope (b) of the registered A6.4 project referred to in paragraph 61 above shall request approval of the change to the secretariat as soon as possible but no later than 90 days after the change takes place.

133. The authorized signatories or the legal representatives of the activity participants, the focal points, or the DNAs of the host Party or any other Parties participating in the A6.4 project

may directly notify the secretariat on any issues regarding the MoC statement through a specified e-mail account made available on the mechanism registry section of the UNFCCC website. In this case, the secretariat may request additional clarifications to the notifier. The secretariat may contact any of the focal points or the activity participants of the respective registered A6.4 project or, in the case of insolvency, liquidators/administrators, in order to request additional clarifications from these entities. The secretariat shall advise on further actions to the parties involved, including those referred to in section 6.2.2 below.

134. The secretariat may request a new submission of an MoC statement whenever the secretariat identifies inconsistencies or inaccuracies in the MoC statement or when inconsistencies or inaccuracies are reported to the secretariat. The secretariat may provide specific guidance for the resubmission and, in its role as the mechanism registry administrator, may, after sending a notice to the focal points and the activity participants, temporarily put on hold the forwarding of A6.4ERs if the inconsistencies or inaccuracies prevent the secretariat from establishing the focal points for scope of authority (a), pending resolution of the inconsistencies or inaccuracies.
135. The focal points for scope (b) shall request approval of the change to the modalities of communication to the secretariat through a dedicated interface on the UNFCCC website, uploading a new MoC statement using the valid version of the “Modalities of communication statement form” (A6.4M-MOC-FORM).
136. The focal points for scope (b) or the activity participants who submit a new MoC statement in accordance with paragraph 145 below shall ensure that:
 - (a) Supporting documentation, including powers of attorney, or extracts from board meeting minutes or company association documentation, or extracts/certificates from national company registries that cannot be verified online, is dated or notarized within six months from the time of submission of a request for change to the MoC statement. This time limitation does not apply to copies of national personal identity documents;
 - (b) To the extent possible, changes applicable to more than one A6.4 project or multiple changes affecting the same project are consolidated in a single change request in accordance with the instructions provided in the mechanism registry section of the UNFCCC website.
137. The legal representatives signing on behalf of the focal points or the activity participants shall provide written evidence that they are authorized to sign on behalf of the respective entities. The evidence shall be submitted in accordance with paragraph 136(a) above.
138. The secretariat shall process requests for changes to the MoC statement following the steps described in each of the sections 6.2.2–6.2.4 below. Wherever specific steps are not described, the secretariat shall review the requests on the basis of compliance with the documentary requirements. In the absence of clear evidence to support a specific request, the secretariat may request additional information prior to approving or rejecting the request. In the case of a rejection, the secretariat shall provide reasons for the rejection and additional guidance as appropriate.

139. The secretariat shall make detailed guidance available on the mechanism registry section of the UNFCCC website on how to request changes to the activity participants and focal points.
140. The secretariat shall display the effective date of the new MoC statement on the corresponding A6.4 project view page.

6.2.2. Reported issues resulting from insolvency and/or disputes on modalities of communication

141. In accordance with paragraph 133 above, the activity participants or focal points may notify the secretariat of any issues regarding the MoC statement, including the issues resulting from insolvency and/or of disputes in relation to the MoC statement with regard to the designation or changes to the designation of focal points.
142. The secretariat may engage the DNAs of the host Party or any other Parties participating in the respective registered A6.4 project whenever issues resulting from insolvency and/or disputes over the designation of focal points are communicated to the secretariat. The secretariat may provide information, subject to the confidentiality of such information, and/or administrative assistance to the DNAs, if so requested by the respective DNAs.
143. The secretariat, in its role as the mechanism registry administrator may, after sending a notice to the focal points and the activity participants, temporarily put on hold the forwarding of A6.4ERs for the registered A6.4 project for which the activity participants or the focal points have communicated a case of insolvency and/or a dispute in relation to the MoC statement, pending resolution of the issues resulting from insolvency or resolution of the disputes.
144. The secretariat shall display indicative information, subject to the confidentiality, on the respective registered A6.4 project view page on the UNFCCC website, related to the notifications to the secretariat of issues resulting from insolvency and/or of disputes only in the cases where the forwarding of A6.4ERs has been temporarily put on hold pending the resolution of the issues.

6.2.3. Changes of focal points

145. The activity participants of a registered A6.4 project may change the designation of any of the focal points for any reason and at any time by submitting a new MoC statement duly signed by all activity participants, either through:
- (a) The focal points for scope of authority (b); or
 - (b) Any of the activity participants for changes to the MoC statement excluding its annexes.
146. For changing the designation of focal points in accordance with paragraph 145 above, the submission shall be made as follows:
- (a) A new MoC statement for changes related to designation of focal points, with the exception of changes affecting only contact details and authorized signatories;
 - (b) Annex 2 of the MoC statement for changes related only to contact details and authorized signatories.

147. When a focal point who is not an activity participant is added to represent the activity participants for any or all scopes of authority, the new MoC statement referred to in paragraph 146(a) above shall be supported by written evidence of:
- (a) The new focal point's corporate identity; and
 - (b) The personal identity and employment status of the new focal point's authorized signatory(ies), including specimen signature(s).
148. The legal representative of a focal point for scope of authority (b) may submit annex 2 of the MoC statement if the authorized signatory(ies) of the focal point concerned is(are) no longer available.
149. Any focal point of a registered A6.4 project may request voluntary withdrawal from its role as a focal point. Such a request shall cover all scopes of authority assumed by the focal point. The voluntary withdrawal of the focal point role shall follow the following steps:
- (a) The withdrawing focal point shall, directly or through the focal point for scope (b), submit a withdrawal request to the secretariat including:
 - (i) Annex 3 of the MoC statement;
 - (ii) Evidence of the written communication, from the withdrawing focal point to all other focal points and all activity participants, of the intention to withdraw from the role as a focal point and an invitation to designate a new focal point for the scope(s) of authority from which the focal point is withdrawing. Such written communications shall be made at least 30 days prior to the submission of the withdrawal request to the secretariat;
 - (b) The secretariat shall review the completeness of the submission and, if found complete, approve the withdrawal of the focal point. In doing so, the secretariat may request clarification from the withdrawing focal point, or may contact any of the other focal points or the activity participants, to request additional clarifications;
 - (c) The secretariat shall, upon approval of the withdrawal of the focal point, publish annex 3 of the MoC statement on the UNFCCC website. The secretariat shall communicate the approval of the withdrawal of the focal point and its implications on the MoC to all remaining focal points and all activity participants of the project;
 - (d) Approved withdrawal of the focal point shall have no effect on other focal points with the exception of joint or shared focal point roles that the withdrawn focal point was part of. In such cases, the remaining focal points shall continue to act in a sole, shared or joint focal point role, as appropriate. If no focal point remains for a specific scope of authority after the withdrawal of the focal point, the secretariat shall notify the withdrawal to the remaining focal points for other scopes of authority, or to all activity participants if no focal point remains. The activity participants shall designate a new focal point for any of the scopes of authority for which no focal point remains as soon as possible in accordance with the provisions of this section to enable further engagement with the Supervisory Body and the secretariat.

6.2.4. Changes of activity participants

150. If the activity participants of a registered A6.4 project have changed after the registration of the project, the focal points for scope of authority (b) shall submit annex 2 of the MoC statement for each of the following changes:
- (a) Addition of an activity participant;
 - (b) Changes related to entity names or legal status;
 - (c) Withdrawal of an activity participant. If an activity participant has ceased operations and is unable to sign annex 2 of the MoC statement, the submission shall be accompanied by evidence of the cessation;
 - (d) Changes related only to contact details and authorized signatories;
 - (e) Addition of, or change to, the end-date of participation of an activity participant of the project.
151. For the changes referred to in paragraph 150(a) and (b) above, the secretariat shall notify the requested change to the DNA of the host Party or any other relevant Party participating in the A6.4 project, and request to respond whether to approve the change through the dedicated interface on the UNFCCC website referred to in paragraph 49 above.
152. An activity participant added to a registered A6.4 project shall accept the existing MoC statement, or a new MoC statement if it is submitted simultaneously.
153. If a persistent effort to contact an activity participant has failed, the focal points for scope of authority (b) may request administrative withdrawal of the activity participant, provided that at least one activity participant authorized by the DNA of the host Party remains. The administrative withdrawal shall follow the following steps:
- (a) The focal points for scope (b) shall submit:
 - (i) Annex 2 of the MoC statement, withdrawing the non-contactable activity participant;
 - (ii) Evidence of written communication to the non-contactable activity participant of the intention to request administrative withdrawal, including the copy of the communication to the DNA that authorized the activity participants to participate in the project, that has been sent at least 15 days prior to the submission of the withdrawal request to the secretariat;
 - (b) The secretariat shall review the completeness of the submission and, if found complete, send an e-mail to the non-contactable activity participant, with a copy to the authorizing DNA, to respond within 30 days, asking whether the activity participant objects to the administrative withdrawal. In addition, the secretariat may use other communication channels to establish contact with the non-contactable activity participant;
 - (c) If the non-contactable activity participant and the authorizing DNA do not object to proceeding with the administrative withdrawal within 30 days of the electronic communication made in accordance with subparagraph (b) above, the secretariat

shall mark the non-contactable activity participant as “withdrawn” on the UNFCCC website;

- (d) If the non-contactable activity participant or the authorizing DNA objects to the administrative withdrawal within the 30-day period, the secretariat shall reject the request and may advise the focal point for scope (b) on further actions;
 - (e) The activity participants whose participation in the project has been administratively withdrawn may request inclusion as activity participants of the same project any time thereafter in accordance with 150(a) above.
154. Notwithstanding the provisions in paragraphs 150(b)–(e) and 153 above, the activity participants of a registered A6.4 project may directly request, by submitting annex 2 of the MoC statement, that:
- (a) Their own voluntary withdrawal, provided that at least one activity participant authorized by the DNA of the host Party to participate in the project remains;
 - (b) Changes to their own name, legal status or contact details;
 - (c) Withdrawal of other activity participants of the same project on the basis of their cessation. In this case, the submission shall be accompanied by documented evidence of the cessation;
 - (d) Administrative withdrawal of other activity participants of the same project who are not contactable. In this case, the submission shall be accompanied by the written evidence referred to in paragraph 153(a)(ii) above.
155. The secretariat may effect the withdrawal of an activity participant that has ceased to exist, provided that the cessation can be unambiguously confirmed through the relevant official company registrar.
156. In cases as per paragraph 154(b) above, where the change relates to the name or legal status of the activity participant, and in cases referred to in paragraph 155 above, the secretariat shall notify the DNA that had authorized the activity participant and request a confirmation whether to approve the change of the name or legal status of the activity participant or the withdrawal of an activity participant through the dedicated interface on the UNFCCC website referred to in paragraph 49 above.

7. Pre-issuance activities

7.1. Preparation and verification of monitoring report

7.1.1. Monitoring report

157. The activity participants of a registered A6.4 project shall prepare a monitoring report for each monitoring period in accordance with the “Article 6.4 mechanism activity standard for projects”, using the “Monitoring report form” (A6.4M-MR-FORM).
158. The activity participants shall prepare monitoring reports for different monitoring periods in chronological order and in a consecutive manner.

7.1.2. Verification of emission reductions or removals

159. The activity participants shall submit the monitoring report and any other supporting documentation to a DOE accredited in the relevant sectoral scope(s) and contracted by the activity participants to perform verification of emission reductions or removals. If it is the first verification after the registration or the renewal of the crediting period of the project, the activity participants shall choose a DOE that has not performed validation for the registration or the renewal of the crediting period, respectively.
160. The DOE shall perform verification of whether the implementation of the project and monitoring and calculation of emission reductions or removals comply with the relevant requirements in the “Article 6.4 mechanism activity standard for projects” and any other applicable Article 6.4 mechanism rules and requirements based on the information provided in the monitoring report and any supporting documentation it has received from the activity participants as well as further information obtained during the verification activity, and prepare a verification and certification report, in accordance with the “Article 6.4 mechanism validation and verification standard for projects”, using the “Verification and certification report form” (A6.4M-VCR-FORM).
161. DOEs shall perform verification for a registered A6.4 project in chronological order and consecutively in terms of monitoring periods covered by separate monitoring reports. DOEs shall verify the entire monitoring period covered by a monitoring report, but may certify A6.4ERs for a selected period within the monitoring period, upon request of the activity participants.

8. Issuance of Article 6.4 emission reductions

8.1. Request for issuance

8.1.1. Submission of request for issuance

162. The DOE, after verifying that GHG emission reductions or removals achieved by the registered A6.4 project during the monitoring period covered by the monitoring report were determined in accordance with all applicable requirements for implementation and monitoring in the “Article 6.4 mechanism activity standard for projects”, and certifying the quantity of A6.4ERs that may be requested for issuance, by following the applicable provisions of the “Article 6.4 mechanism validation and verification standard for projects”

and other applicable Article 6.4 mechanism rules and requirements, shall submit a request for issuance of A6.4ERs to the secretariat through a dedicated interface on the UNFCCC website, attaching:

- (a) The monitoring report and any supporting documentation prepared by the activity participants in accordance with paragraph 157 above and verified by the DOE in accordance with paragraph 160 above;
 - (b) The verification and certification report prepared by the DOE in accordance with paragraph 160 above;
 - (c) Request for distribution of A6.4ERs upon their issuance, specifying the receiving accounts and the proportion of A6.4ERs for each distribution.
163. Requests for issuance for a registered A6.4 project shall be submitted in chronological order and consecutively in terms of monitoring periods.
 164. Requests for issuance for emission reductions or removals occurring in a crediting period shall be submitted within two years after the end of that crediting period, at the latest. If a submission misses this deadline, A6.4ERs shall no longer be issued for the A6.4 project for that crediting period.
 165. The secretariat shall issue a statement of the issuance fee due, or confirmation that no issuance fee is due, determined in accordance with the provisions on the issuance fee contained in appendix, and shall communicate this to the DOE.
 166. The DOE shall communicate the issuance fee due, or a confirmation that no issuance fee is due, to the activity participants.
 167. The activity participants shall pay the issuance fee by bank transfer, quoting the unique project reference number referred to in paragraph 48 above, within one year of the issuance to the DOE of the statement of the issuance fee due.
 168. The DOE shall submit a proof of payment (e.g. bank transfer record) through a dedicated interface on the UNFCCC website.
 169. If the secretariat does not receive the deposit of the issuance fee by the one-year deadline referred to in paragraph 167 above, the request for issuance shall be deemed withdrawn. The same or a different DOE may submit a new request for issuance for the monitoring period covered by the withdrawn request for issuance any time thereafter, following the applicable Article 6.4 mechanism rules and requirements valid at the time of the new submission.
 170. If the DOE submits a request for approval of post-registration change together with the request for issuance in accordance with paragraph 121 above, it shall also upload the documentation and information listed in paragraph 124 above in addition to those referred to in paragraph 162 above.

8.1.2. Processing of request for issuance

171. The secretariat shall maintain on the UNFCCC website a publicly available list of all submitted requests for issuance for which the applicable issuance fee has been received by the secretariat or for which no issuance fee is due. The secretariat shall make publicly

- available the schedule and the status of processing each request for issuance. The secretariat shall schedule the commencement of the processing of the requests for issuance in accordance with the secretariat's operational plans, that is, monthly quotas, which shall also incorporate any relevant instructions from the Supervisory Body.
172. The secretariat shall commence the completeness check stage in accordance with the schedule. Upon commencement of the completeness check stage, the secretariat shall, subject to the guidance of the Supervisory Body, conduct within seven days a completeness check to determine whether the request for issuance submission is complete in accordance with the completeness check checklist for requests for issuance.
 173. If the secretariat, during the completeness check, identifies issues of an editorial nature or consistency in the submission, it shall request the DOE by e-mail, copying the activity participants, to submit revised documents and/or information. In this case, the DOE shall submit the requested documents and/or information within two days of receipt of the request. If the DOE does not submit the requested documents and/or information by this deadline, the secretariat shall conclude that the request submission is incomplete.
 174. Upon conclusion of the completeness check stage, the secretariat shall notify the activity participants and the DOE of the conclusion of the completeness check stage. If the request submission does not meet the requirements of the completeness check, the secretariat shall also communicate the underlying reasons to the activity participants and the DOE, and make them publicly available on the UNFCCC website. In this case, the DOE may resubmit the request for issuance with revised documentation. Upon submission of the revised documentation, the request shall be treated as a new submission of a request for issuance.
 175. Upon positive conclusion of the completeness check stage, the secretariat shall, subject to the guidance of the Supervisory Body, conduct within 21 days a substantive check in accordance with the substantive checklist for requests for issuance.
 176. If the secretariat, during the substantive check, identifies issues of a substantive nature or missing basic information, it shall request the DOE by e-mail, copying the activity participants, to submit revised documents and/or information. In this case, the DOE shall submit the requested documents and/or information within four days of receipt of the request. If the DOE does not submit the requested documents and/or information by this deadline, the secretariat shall conclude that the request submission is incomplete.
 177. Upon conclusion of the substantive check stage, the secretariat shall notify the activity participants and the DOE of the conclusion of the substantive check stage. If the request submission for which the secretariat conducted a substantive check does not meet the requirements of the substantive check, the secretariat shall conclude that the request submission is incomplete and communicate the underlying reasons to the activity participants and the DOE, and make them publicly available on the UNFCCC website. In this case, the DOE may resubmit the request for issuance with revised documentation. Upon submission of the revised documentation, the request shall be treated as a new submission of a request for issuance.
 178. Upon positive conclusion of the substantive check stage, the secretariat shall publish the request for issuance on the UNFCCC website, and the request for issuance shall be deemed received by the Supervisory Body for consideration.

179. The secretariat shall notify the activity participants, the DNAs of the host Party and other participating Parties, and the DOE that: the Supervisory Body has received the request for issuance for its consideration; the secretariat has published the request for issuance on the UNFCCC website; and the last day by which members and alternate members of the Supervisory Body and the host Party and other participating Parties may request a review of the request for issuance, as referred to in paragraph 181 below.
180. The secretariat shall, subject to the guidance of the Supervisory Body, prepare and send to the Supervisory Body a summary note on the request for issuance within 14 days of the date of publication of the request for issuance.

8.1.3. Requesting review of request for issuance

181. The host Party and any other participating Party, and any member and alternate member of the Supervisory Body may request a review of the request for issuance within 28 days of the date of publication of the request for issuance. If the host Party or other participating Party wishes to request a review, its DNA shall submit the request through a dedicated interface on the UNFCCC website. If a member or an alternate member of the Supervisory Body wishes to request a review, he/she shall submit the request through a dedicated interface on the UNFCCC website.
182. The secretariat shall acknowledge receipt of a request for review and promptly notify it to the Supervisory Body. A request for review shall not be recognized if it is received after 24:00 (Central European Time) on the last day of the 28-day period following the publication of the request for issuance.
183. A request for review shall provide, inter alia, the reasons for the request for review based on the “Article 6.4 mechanism activity standard for projects”, “Article 6.4 mechanism validation and verification standard for projects”, or any other applicable Article 6.4 mechanism rules and requirements.

8.1.4. Finalizing request for issuance if no request for review

184. If the secretariat does not receive a request for review from the host Party, any other participating Party, or any member or alternate member of the Supervisory Body in accordance with the modalities described in section 8.1.3 above, the Supervisory Body shall instruct the mechanism registry administrator to issue the quantity of A6.4ERs certified in the request for issuance into the pending account in the mechanism registry.
185. The secretariat shall inform the activity participants of the Supervisory Body’s instruction to the mechanism registry administrator and update the status of the request for issuance on the UNFCCC website accordingly.
186. If, as a result of the substantive check by the secretariat of the request for issuance, the quantity of A6.4ERs to be issued changed from that in the initial request for issuance, the activity participants or the secretariat shall settle the difference in the issuance fees in accordance with appendix. If additional issuance fee is due, the mechanism registry administrator shall issue A6.4ERs upon receipt by the secretariat of the additional issuance fee.
187. The mechanism registry administrator shall issue the specified quantity of A6.4ERs into the pending account in the mechanism registry.

188. The mechanism registry administrator shall distribute the A6.4ERs in accordance with the request for distribution of A6.4ERs referred to in paragraph 162(c) above and the “Article 6.4 mechanism registry procedure”. If the activity participants wish to change the receiving accounts and/or the proportion of A6.4ERs for each distribution, the DOE shall submit a revised request for distribution before the last day of the 28-day period following the publication of the request for issuance.

8.2. Review of request for issuance

8.2.1. Commencement of review

189. If the host Party or any other participating Party, or any member or alternate member request a review of the request for issuance, the secretariat shall:

- (a) Notify the activity participants and the DOE that the request for issuance has been placed under review;
- (b) Mark the request for issuance as “under review” on the UNFCCC website and make publicly available an anonymous version of each request for review;
- (c) Establish an expert review team comprising two external experts selected from the roster of experts referred to in paragraph 95(c) above to conduct an assessment of the request for review. The secretariat shall appoint one of the team members to serve as the lead, who shall be responsible for all communications with the secretariat and delivery of an assessment report.

190. The DOE or the activity participants may request the secretariat, by e-mail through a dedicated e-mail address, to make a call to them to provide clarifications on the issues identified if they were not clear enough to them. Only one such request, regardless of the requesting party, shall be allowed per review of the request for issuance. In this case, the DOE or the activity participants shall provide the contact details of the person to be called and the preferred time slots. The secretariat shall fix an appointment for the call within three days of receipt of the request. The secretariat shall record the call.

191. The activity participants and the DOE shall provide responses to the issues identified in the request for review no later than 28 days after the notification of the request for review.

192. For each issue (or sub-issue) raised in the request for review, the activity participants and the DOE shall either:

- (a) Respond by making any revisions that they deem necessary to the monitoring report, its supporting documentation (e.g. spreadsheets), verification report, and/or certification report to ensure, inter alia, that all facts are clearly stated and sufficiently verified; or
- (b) Respond in writing by explaining why no revisions to the monitoring report, its supporting documentation, verification report, and/or certification report are necessary.

193. The secretariat shall schedule the commencement of the review of the request for issuance in accordance with its operational plans and any relevant instructions from the Supervisory Body. The secretariat shall make the schedule of review publicly available on

the UNFCCC website. Upon scheduling the commencement date, the secretariat shall inform the activity participants and the DOE of the scheduled commencement date.

194. The date of commencement of the review shall be the date when the secretariat notifies the activity participants and the DOE that the review has commenced.

8.2.2. Assessment

195. The expert review team established in accordance with paragraph 189(c) above shall conduct an assessment of the request for issuance in the context of the reasons for the request for review provided by the requesting party and the applicable A6.4 mechanism rules and requirements, taking into account the responses from the activity participants and the DOE, and prepare an assessment report including a proposed decision within 14 days of the commencement of the review. A proposed decision shall suggest either to:

- (a) Issue A6.4ERs; or
- (b) Reject the request for issuance.

196. If the proposed decision is to reject the request for issuance, the assessment report shall include a proposed ruling. The proposed ruling shall contain an explanation of the reasons and rationale for the proposed decision, including, but not limited to:

- (a) The facts and any interpretation of the facts that formed the basis of the proposed decision;
- (b) The Article 6.4 mechanism rules and requirements applied to the facts;
- (c) The interpretation of the Article 6.4 mechanism rules and requirements as applied to the facts.

197. In addition, the expert review team shall, in its assessment report, highlight any issues of significance related to the policies and goals of the Article 6.4 mechanism arising from the assessment. The secretariat, in consultation with the Chair of the Supervisory Body, shall bring these issues to the attention of the Supervisory Body by preparing background notes and policy options and presenting them to the Supervisory Body at its meetings.

198. The expert review team shall submit its assessment report to the Supervisory Body through the secretariat.

199. The secretariat shall make the assessment report available to the Supervisory Body, together with any responses from the activity participants and the DOE, and any revision to the monitoring report, its supporting documentation, verification report and/or certification report.

8.2.3. Consideration by the Supervisory Body

200. At the Supervisory Body meeting for which the case is placed on the agenda, the Supervisory Body shall, taking into account the assessment report prepared by the expert review team and the summary note prepared by the secretariat, decide either to:

- (a) Issue A6.4ERs; or

- (b) Reject the request for issuance.

8.2.4. Finalization and implementation of ruling

201. If the Supervisory Body's final decision made in accordance with paragraph 200 above is to issue A6.4ERs, the Supervisory Body shall instruct the mechanism registry administrator to issue the specified quantity of A6.4ERs into the pending account in the mechanism registry.
202. The secretariat shall inform the activity participants of the Supervisory Body's instruction to the mechanism registry administrator and update the status of the request for issuance on the UNFCCC website accordingly.
203. If, as a result of the substantive check by the secretariat or the review by the Supervisory Body of the request for issuance, the quantity of A6.4ERs to be issued changed from that in the initial request for issuance, the activity participants or the secretariat shall settle the difference in the issuance fees in accordance with appendix. If additional issuance fee is due, the mechanism registry administrator shall issue A6.4ERs upon receipt by the secretariat of the additional issuance fee.
204. The mechanism registry administrator shall issue the specified quantity of A6.4ERs into the pending account in the mechanism registry.
205. The mechanism registry administrator shall distribute the A6.4ERs in accordance with the request for distribution of A6.4ERs referred to in paragraph 162(c) above and the "Article 6.4 mechanism registry procedure". If the activity participants wish to change the receiving accounts and/or the proportion of A6.4ERs for each distribution, the DOE shall submit a revised request for distribution before the Supervisory Body decides on the request for issuance in accordance with paragraph 200 above.
206. If the Supervisory Body's final decision made in accordance with paragraph 200 above is to reject the request for issuance, the secretariat shall update the information on the UNFCCC website accordingly on the first working day subsequent to the finalization of the decision. Furthermore, within 21 days of the finalization of the decision, the secretariat shall provide the Chair of the Supervisory Body with an information note containing a proposed ruling incorporating the final decision.
207. The proposed ruling shall contain an explanation of the reasons and rationale for the final decision of rejection, including, but not limited to:
 - (a) The facts and any interpretation of the facts that formed the basis of the proposed ruling;
 - (b) The Article 6.4 mechanism rules and requirements applied to the facts;
 - (c) The interpretation of the Article 6.4 mechanism rules and requirements as applied to the facts.
208. Once approved by the Chair of the Supervisory Body, the secretariat shall immediately make the proposed ruling available to the Supervisory Body. The proposed ruling shall become the final ruling of the Supervisory Body 10 days after the date when the proposed

ruling was made available to the Supervisory Body, unless a member or an alternate member of the Supervisory Body objects to the proposed ruling.

209. An objection by a member or an alternate member of the Supervisory Body shall be made by notifying the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Supervisory Body.
210. At the Supervisory Body meeting for which the case is placed on the agenda, the Supervisory Body shall finalize the ruling.
211. The secretariat shall publish a ruling note on the UNFCCC website no later than three days after the ruling was finalized.
212. If the request for issuance is rejected by the Supervisory Body, the same or a different DOE may resubmit the request for issuance with revised documentation, addressing the issues that constitute the reason for the rejection by the Supervisory Body. Upon submission of the revised documentation, the request shall be treated as a new submission of a request for issuance.

8.3. Withdrawal of request for issuance

8.3.1. Submission of request for withdrawal

213. For the following cases, the DOE shall submit a request for withdrawal of a request for issuance to the secretariat through a dedicated interface on the UNFCCC website:
 - (a) The activity participants voluntarily wish the request for issuance be withdrawn;⁹
 - (b) The DOE has revised its verification report and/or certification report based on new insights or information.

8.3.2. Processing of request for withdrawal

214. Upon receipt of the request for withdrawal of a request for issuance, the secretariat shall check the information provided as soon as possible, and, if the request is complete, the secretariat shall reimburse the issuance fee if applicable in accordance with appendix and update the information on the project view page of the relevant registered A6.4 project. If the DOE requests the withdrawal after the publication of the request for issuance in accordance with paragraph 178 above, the request for issuance shall be marked as "withdrawn". The same or a different DOE may resubmit the request for issuance at any time.
215. If the activity participants wish to change the monitoring period covered by the monitoring report that corresponds to the withdrawn request for issuance, and if the final date of the changed monitoring period is after the date when the DOE conducted an on-site inspection, the same or different DOE shall undertake an additional on-site inspection; or decide whether an on-site inspection is necessary in order to duly perform its verification by following the applicable provisions of the "Article 6.4 mechanism validation and verification standard for projects". After the verification, the DOE may resubmit its request for issuance.

⁹ In such cases, the DOE shall process the request expeditiously.

9. Renewal of crediting period

9.1. General requirements

216. If the host Party provided an approval of renewal of the crediting period of the project at its registration in accordance with paragraph 51(b) above, the crediting period of the project may be renewed in accordance with this section.
217. The new crediting period shall start on the day immediately after the expiration of the current crediting period regardless of the date when the renewal of the crediting period is approved by the Supervisory Body.
218. If the date when the renewal of the crediting period is approved by the Supervisory Body is after the expiration of the current crediting period, and due to this delay or for any other reasons, the monitoring temporarily does not comply with the monitoring plan in the updated PDD approved by the Supervisory Body, the activity participants shall request for approval of, or notify, a temporary deviation from the registered monitoring plan in accordance with the process for approval of post-registration changes contained in section 6 above.

9.2. Request for renewal of crediting period

9.2.1. Update of project design document

219. For renewal of the crediting period, the activity participants shall update the PDD by preparing a new version of the PDD in accordance with the “Article 6.4 mechanism activity standard for projects”. In doing so, the activity participants shall ensure that any changes to the list of activity participants in the PDD have been communicated to the secretariat in accordance with section 6.2 above.
220. If the activity participants plans to make, or has made, a post-registration change to the project design effective from the start date of the new crediting period, they shall clearly indicate the post-registration change in the new version of the PDD, distinguishing it from other update of information due to renewal of the crediting period.
221. If a post-registration change becomes effective prior to or after the renewal of the crediting period, such post-registration change shall not be included in a request for renewal of the crediting period, but shall be submitted and obtain approval by the Supervisory Body separately in accordance with section 6 above before or after the submission of the request for renewal of the crediting period, respectively.

9.2.2. Validation of updated project design document

222. The activity participants shall submit the new version of the PDD to any DOE accredited in the relevant sectoral scope(s) and contracted by the activity participants to perform validation for renewal of the crediting period.
223. The DOE shall perform validation of whether the updated project design complies with the relevant requirements in the “Article 6.4 mechanism activity standard for projects” and any other applicable Article 6.4 mechanism rules and requirements based on the information provided in the new version of the PDD and any supporting documentation it has received

from the activity participants as well as further information obtained during the validation activity, and prepare a validation report, in accordance with the “Article 6.4 mechanism validation and verification standard for projects”, using the “Validation report form for renewal of the crediting period for projects” (A6.4M-RCPV-FORM).

224. For the purpose of renewal of the crediting period, it is not necessary to obtain a new approval from the host Party and new authorization of activity participants from the host Party and other participating Parties.

9.2.3. Submission of request for renewal

225. The DOE shall, after validating that the project design updated for renewal of the crediting period and described in the new version of the PDD meets all applicable requirements for renewal of the crediting period in the “Article 6.4 mechanism activity standard for projects” by following the applicable provisions of the “Article 6.4 mechanism validation and verification standard for projects” and other applicable Article 6.4 mechanism rules and requirements, shall submit a request for renewal of the crediting period to the secretariat through a dedicated interface on the UNFCCC website, attaching:

- (a) The new version of the PDD prepared by the activity participants in accordance with paragraph 219 above and validated by the DOE in accordance with paragraph 223 above;
- (b) The validation report prepared by the DOE in accordance with paragraph 223 above.

226. Submission of a request for renewal of the crediting period shall be made no earlier than 270 days prior to, but no later than one year after, the expiry of the crediting period. If a submission misses this deadline, the crediting period of the project may no longer be renewed. The secretariat, through the Article 6.4 mechanism information system, shall send a reminder to the activity participants 270 days prior to the expiry of the crediting period, including the information on the consequence of missing the deadline.

227. The secretariat shall issue a statement of the renewal fee due, or confirmation that no renewal fee is due, determined in accordance with the provisions on the renewal fee contained in appendix, and shall communicate it to the DOE.

228. The processes for payment of the renewal fee by the activity participants and submission of a proof of payment by the DOE, and the consequence of no-payment of the renewal fee within a deadline shall follow the corresponding provisions for the registration fee contained in paragraphs 72–75 above, mutatis mutandis. If the secretariat does not receive the deposit of the renewal fee by the one-year deadline, the crediting period of the A6.4 project may no longer be renewed due to the condition referred to in paragraph 226 above.

9.2.4. Processing of request for renewal

229. For processing of the request for renewal of the crediting period, the provisions in section 5.1.2 above shall apply mutatis mutandis.

9.2.5. Requesting review of request for renewal

230. For requesting review of the request for renewal of the crediting period, the provisions in section 5.1.3 above shall apply mutatis mutandis, except for the timeframe for requesting a review, which shall be 28 days.

9.2.6. Finalizing request for renewal if no request for review

231. For finalizing the request for renewal of the crediting period if no request for review is received by the secretariat within the 28-day deadline, the provisions in section 5.1.4 above shall apply mutatis mutandis, except for the start of the new crediting period, which shall be the next day of the end of the previous crediting period in accordance with paragraph 217 above irrespective of the date when the renewal of the crediting period is approved by the Supervisory Body.

9.3. Review of request for renewal of crediting period

232. For a review of the request for renewal of the crediting period, the provisions in section 5.2 above shall apply mutatis mutandis.

9.4. Withdrawal of request for renewal of crediting period

233. For a withdrawal of the request for renewal of the crediting period, the provisions in section 5.3 above shall apply mutatis mutandis.

10. Voluntary deregistration of project

10.1. Submission of request for deregistration

234. The activity participants of a registered A6.4 project may submit, through the focal point for scope (c) referred to in paragraph 61 above, a request for deregistration of the project to the secretariat through a dedicated interface on the UNFCCC website, attaching written agreement of all activity participants of the deregistration using the "Project deregistration no-objection form" (A6.4M-DREG-FORM).

10.2. Processing of request for deregistration

235. The secretariat shall, as soon as possible, and in any case striving to do so within five days of receipt of the request for deregistration, conduct a completeness check of the request and attached written no-objections from all activity participants.

236. If the secretariat, during the completeness check, identifies missing information, it shall request the activity participants to revise the request and/or submit revised written no-objections, providing the missing information. In this case, the activity participants shall revise the request and/or submit revised written no-objections through the dedicated interface on the UNFCCC website. Upon receipt of the complete request and written no-objections, the secretariat shall resume processing the request.

237. Upon conclusion of the completeness check, the secretariat shall notify the activity participants of the conclusion of the completeness check and publish the request for

deregistration on the UNFCCC website. The request for deregistration shall be deemed received by the Supervisory Body.

238. The secretariat shall promptly inform the Supervisory Body of the receipt of the request for deregistration and mark the A6.4 project as “deregistered” on the UNFCCC website.
239. The secretariat shall inform the host Party and other participating Parties of the deregistration of the A6.4 project.

10.3. Effects of deregistration

240. The effective date of deregistration shall be the date when the secretariat received a complete submission of the request for deregistration.
241. A DOE may submit a request for issuance of A6.4ERs in accordance with section 8.1.1 above for the deregistered A6.4 project for the period prior to the effective date of deregistration.
242. A DOE shall not make any request for issuance that covers the monitoring period including any date that is on or after the effective date of deregistration. The mechanism registry administrator shall not issue A6.4ERs for the deregistered A6.4 project for the period from the effective date of deregistration.
243. An A6.4 project that has been deregistered may not be reregistered under the Article 6.4 mechanism or included as a component project activity in a registered A6.4 programme of activities.
244. The registration fee shall not be reimbursed for a deregistered A6.4 project.

10.4. Administration period

245. During the period from the effective date of deregistration of an A6.4 project until the date that is three calendar years later:
- (a) The secretariat shall communicate with the activity participants, the host Party and other participating Parties in order to assist them to settle outstanding matters in relation to the deregistered A6.4 project, including the completion of all issuance requests and forwarding requests in respect of GHG emission reductions or removals achieved prior to the effective date of deregistration, and such other steps as are necessary to ensure the completion of outstanding matters in relation to the deregistered A6.4 project;
 - (b) Each activity participant may, after the effective date of deregistration, where necessary, be treated as if it were still an activity participant by the Supervisory Body and the secretariat for the purposes of the “Article 6.4 mechanism activity standard for projects” and this procedure in order to allow the secretariat to process instructions relating to GHG emission reductions or removals achieved prior to the effective date of deregistration from such activity participant in relation to the deregistered A6.4 project.

Appendix. Fee schedule

1. Background

1. This appendix contains the rates of fees payable by the activity participants of proposed or registered Article 6, paragraph 4, mechanism projects (A6.4 projects) to cover the administrative expenses for processing requests submitted at various stage of the Article 6, paragraph 4, mechanism (the Article 6.4 mechanism) activity cycle, and the rules of reimbursement of paid fees where the requests are withdrawn by the submitting DOEs, concluded as incomplete by the secretariat, or rejected by the Supervisory Body.
2. The fee types and rates are set based on the decisions by the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) relating to the share of proceeds to cover administrative expenses as contained in decision 3/CMA.3, annex, paragraphs 48, and chapter VII, as elaborated in decision 7/CMA.4, annex I, chapter V.

2. General

3. In accordance with the relevant sections of this procedure, all the fees referred to in this appendix shall be paid at the time of submission of the respective requests. The initiation of processing a request shall be subject to the payment of the fee.
4. All the fees referred to in this appendix shall be waived for projects in the least developed countries and small island developing States.
5. The Supervisory Body may adjust and implement the fee structure and levels within the boundary to be set by the CMA in its decision 7/CMA.4, annex I, chapter V, on the basis of the guiding principles of balancing the income and the expenditure, enabling long-term sound operation of the Article 6.4 mechanism, being fair to activity participants, ensuring administrative efficiency and providing predictability to activity participants and the Supervisory Body.

3. Registration fee

6. The fee to be charged for a request for registration of a proposed A6.4 project (the registration fee) shall be fixed rates, tiered by the estimated annual average emission reductions or removals over the first crediting period, if it is renewable, or over the entire crediting period, if it is fixed, as follows:
 - (a) USD [1,500] [2,000] for a project achieving annual average emission reductions or removals over the (first) crediting period of up to 15,000 tonnes of carbon dioxide equivalent (t CO₂ eq);
 - (b) USD [5,000] [6,000] for a project achieving annual average emission reductions or removals over the (first) crediting period of between 15,001 and 50,000 t CO₂ eq;
 - (c) USD [10,000] [12,000] for a project achieving annual average emission reductions or removals over the (first) crediting period of over 50,000 t CO₂ eq.

7. If the request for registration is withdrawn by the DOE, concluded as incomplete by the secretariat, or rejected the Supervisory Body in accordance with this procedure, the paid registration fee shall be reimbursed to the activity participants in the following manner:
 - (a) Reimbursement in full, if the request is withdrawn by the DOE before the secretariat starts the completeness check stage;
 - (b) Reimbursement of any amount above USD [1,500], if the request is withdrawn by the DOE or concluded as incomplete by the secretariat at the completeness check stage;
 - (c) Reimbursement of any amount above USD [5,000], if the request is withdrawn by the DOE or concluded as incomplete by the secretariat at the substantive check stage;
 - (d) No reimbursement if the request is withdrawn by the DOE any time after the substantive check stage or rejected by the Supervisory Body.

4. Post-registration change fee

8. The fee to be charged for a request for approval of post-registration change to a registered A6.4 project (the post-registration change fee) shall be a fixed rate, set at USD [1,500] [2,000] per request.
9. If the post-registration change increases the scale of the project to bring the scale to a higher tier of the registration fee, the difference from the paid registration fee calculated in accordance with paragraph 6 above shall be payable in addition to the post-registration change fee. For any other post-registration changes, any portion of the paid registration fee shall not be reimbursable.
10. If the request for approval of post-registration change is withdrawn by the DOE, concluded as incomplete by the secretariat, or rejected the Supervisory Body, the paid post-registration fee shall be reimbursed to the activity participants in the following manner:
 - (a) Reimbursement in full, if the request is withdrawn by the DOE before the secretariat starts the completeness check stage in accordance with this procedure;
 - (b) No reimbursement if the request is withdrawn by the DOE any time after the secretariat starts the completeness check stage.

5. Issuance fee

11. The fee to be charged for a request for issuance of Article 6, paragraph 4, emission reductions (A6.4ERs) for a registered A6.4 project (the issuance fee) shall be a proportional levy to the amount of A6.4ERs requested for issuance, set at USD [0.15] [0.20] per A6.4ER being requested for issuance.
12. If the request for issuance is withdrawn by the DOE, concluded as incomplete by the secretariat, or rejected the Supervisory Body in accordance with this procedure, the paid issuance fee shall be reimbursed to the activity participants in the following manner:
 - (a) Reimbursement in full, if the request is withdrawn by the DOE before the secretariat starts the completeness check stage;

- (b) Reimbursement of any amount above USD [1,500], if the request is withdrawn by the DOE or concluded as incomplete by the secretariat at the completeness check stage;
 - (c) Reimbursement of any amount above USD [5,000], if the request is withdrawn by the DOE or concluded as incomplete by the secretariat at the substantive check stage;
 - (d) Reimbursement of any amount above USD [10,000], if the request is withdrawn by the DOE any time after the substantive check stage or rejected by the Supervisory Body.
13. If, as a result of the substantive check by the secretariat or the review by the Supervisory Body of the request for issuance, the quantity of A6.4ERs to be issued changed from that in the initial request for issuance, the activity participants or the secretariat shall settle the difference in the issuance fees if the difference is more than USD 300.

6. Renewal fee

14. The fee to be charged for a request for renewal of the crediting period of a registered A6.4 project (renewal fee) shall be at the same rate as the registration fee referred to in paragraph 6 above, applicable to the project based on its scale of emission reductions or removals.
15. If the request for renewal of the crediting period is withdrawn by the DOE, concluded as incomplete by the secretariat, or rejected the Supervisory Body in accordance with this procedure, the paid renewal fee shall be reimbursed to the activity participants in the same manner as referred to in paragraph 7 above.

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